

# CITY OF DUBLIN

*California*



**INVITES APPLICATIONS FOR THE POSITION OF**

## **SENIOR RECREATION LEADER**

**APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)**

### **FILING DEADLINE**

Friday, April 10, 2015 @ 5:00 PM

### **SALARY**

\$14.80 - \$19.25/hour

### **THE POSITION**

The Senior Recreation Leader assists in planning, organizing and conducting recreation activities in the delivery of recreation program the areas of preschool, playground, parks, teens, sports, special events, and senior citizens.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist in the planning and oversight of various recreation program activities and conduct related activities in areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.
- Plan, oversee, and conduct recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, school sites, and sports facilities.
- Maintain records and complete written program plans and reports.
- Oversee activities of part-time staff, as assigned.
- Conduct activities in areas such as arts and crafts, games, sports, music, drama, and nature study.
- Instruct participants in the rules and methods of playing indoor and outdoor games.
- Inspect activity areas and related equipment and recommend maintenance and repair, as appropriate.
- Enforce safety rules and regulations; maintain orderly participant conduct.

- May provide minor first aid to recreation program participants/spectators and/or perform related first aid/emergency techniques.
- Exercise precautions necessary to ensure the safety of recreation program participants and spectators.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### Training and Experience:

1. Equivalent to the completion of the twelfth grade; college level course work in recreation, leisure services, or a related field is desirable.
2. A minimum of two years' experience performing duties similar to that of Recreation Leader II with the City of Dublin.

### Knowledge Of:

- Techniques of instruction for conducting recreation programs in areas such as sports, games, arts and crafts.

### Ability To:

- Use and care of a variety of recreation program supplies and equipment.
- Assist in planning and organizing, and conducting activities related to specific recreation programs.
- Oversee activities of part-time staff.
- Communicate concisely orally and in writing.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with recreation program participants and spectators.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### Licenses, Certifications, Special Requirements:

1. At the time of hire, must be 18 years of age or older.
2. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.
3. Current certification in First Aid and CPR is required.
4. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
5. Possession of a valid California Class C driver's license and a Certificate of Automotive Insurance for Personal Liability.

## **PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures. On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while leading recreation programs; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

## **BENEFITS**

There are no benefits for part-time, temporary-seasonal positions.

## **THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.